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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
WASHINGTON, D. C.

FIELD MEMORANDUM #1073  
Re: Ordering of Aerial Photographs  
August 27, 1942.

TO ALL RANKING FIELD OFFICERS:

In order to standardize the ordering of aerial photographs, the following procedure is effected on this date:

Soil Conservation Districts

1. Orders for aerial photographs for Soil Conservation Districts shall be prepared by the State Conservationist and forwarded to the Regional Cartographic Division immediately upon the receipt of information that the operation of a District has been determined practicable and feasible.
2. Upon the receipt of this order the Regional Cartographic Division will secure approval of scales, number of sets of photographs required, etc., from the Regional Divisions responsible for the use of the photographs, and forward the order to the Washington Cartographic Division.

Special Surveys

When aerial photographs are required in advance of the determination that the operation of a District is practicable and feasible, or when they are required for a special survey, such photographs shall be ordered by the Regional Cartographic Division; however, such orders shall be approved by the Regional Chief of Operations. All such orders shall be accompanied by an adequate justification.

Scales

When scales other than 4" = 1 mile for conservation surveys, other than 2" = 1 mile, 3.17" = 1 mile or 4" = 1 mile for range surveys, or other than 4" = 1 mile or 8" = 1 mile are ordered for farm planning, the Washington Cartographic Division shall secure approval or disapproval of the appropriate Divisions in Washington.

Other Photographs

All other orders for photographs shall be handled by the Regional Cartographic Division, through the Regional Administrative Services Division, and shall be charged to Cartographic Division funds allocated for that purpose. These orders shall be accompanied by an adequate justification.

Forms and Maps

Form SCS-600 shall be used for all orders for aerial photographs. If a legal description of the Soil Conservation District has not been forwarded to the Regional Office, it should be shown on a copy of the attached form by the State Conservationist. The Regional Cartographic Division shall prepare a Standard District Outline Map from the legal description and shall attach two photostat negatives of such map to Form SCS-600 when it is forwarded to Washington. The Regional Soil Conservation Surveys Division shall be furnished with such photostat copies of district outline maps as necessary for its use and this Division shall attach one copy to the Survey Work Plan when forwarded to Washington.

When it is necessary to order photographs through the Administrative Services Division, Form SCS-600 shall be attached to Form AD-14.

Since it will be some time before a supply of printed forms can be obtained, each region is authorized to duplicate a supply for immediate needs.

*EWB*  
Chief.

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NO. \_\_\_\_\_

DATE \_\_\_\_\_

REQUEST FOR AERIAL PHOTOGRAPHS

REGION NO. \_\_\_\_\_

Regional Headquarters

Work Unit Name \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

District Voted In \_\_\_\_\_

It is requested that aerial photographic coverage be ordered for the following area (attached map) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended By State Conservationist \_\_\_\_\_ Date \_\_\_\_\_

The following scale aerial photographs will be required

Stereoscopic or  
Alternate Coverage  
to be filled in by  
Cartographic Division

Inches - 1 Mile scale aerial photographs for Soil Cons. Surveys \_\_\_\_\_  
Inches - 1 Mile scale aerial photographs for Project Plans \_\_\_\_\_  
Inches - 1 Mile scale aerial photographs for Range \_\_\_\_\_  
Inches - 1 Mile scale aerial photographs for Other Type Surveys \_\_\_\_\_

Photographs To Be Shipped To {  
\_\_\_\_\_  
\_\_\_\_\_}

APPROVAL

Soil Cons. Surveys

Reg. Division Chief. Date

Project Plans

Reg. Division Chief Date

Range

Reg. Division Chief Date Reg. Chief of Operations Date

Other Survey

Reg. Division Chief Date Reg. Chief of Cartographic Division Date

Copy For Washington Cartographic Division

To be submitted in quadruplicate

